

# **Field of Dreams Medication Policy and Procedure**

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At the Field of Dreams Nursery, we promote the good health of children attending the nursery and take necessary steps to prevent the spread of infection (see sickness and illness policy). If a child requires medicine, we will obtain information about the child's needs and will ensure this information is kept up to date.

We follow strict guidelines, Health Protection Agency when dealing with medication of any kind and these are set out below:

## Administration of Medicine

1. We are unable to administer any medication unless prior written consent is given for each medicine.
2. Only senior members of Staff are able to administer medication. This is countersigned by an additional member of qualified staff.
3. If any child is brought to the nursery in a condition in which he/she may require medication during the day, the Nursery Manager will consider all facts and carry out a dynamic risk assessment to ascertain if the child is well enough to attend. If a parent/guardian advises that their child has had medication e.g., Calpol before they arrive at nursery and their condition worsens as the day progresses, we are unable to "top up" with more Calpol.
4. As a result of this dynamic risk assessment it may be deemed inappropriate for the child to continue to attend the nursery and the parent/guardian must pick them up.
5. We require a "clear indicator" as to why the child would need the Calpol e.g., a high temperature.
6. We would then administer emergency Calpol due to the temperature spike. However, the child would need to be collected.
7. Only children with a "Care Plan" which outlines regular pain relief would receive routine "top up" medication.
8. For information on infection, control and infectious diseases visit the Public Health England website and view their document titled '*Health protection in schools and other childcare facilities*'.
9. If the child is deemed well enough to stay at the setting, the parent/ carer will provide information regarding what medication has already been given including dosage and time. This should be provided in writing.
10. If the parent/guardian would like staff to administer medication they must complete the Parental Authorisation Form.
11. Medication is only accepted in its original labelled container.
12. Where the medication is an adrenaline pen or inhaler (where there may be only occasional emergency use), it will have the expiry date of the medication recorded on the appropriate form.
13. If at any time there is any doubt regarding the administration of medication to a child, practitioners will stop and check with the Nursery Manager before continuing.

## Storage of Medication

1. In accordance with the manufacturer's instructions on the container (e.g. cool dark place, refrigerated)
2. in a locked cupboard. (Milk Kitchen/Pre-School Kitchen)
3. out of the reach of children
4. in their original containers
5. with labels which are legible and in English
6. clearly marked with child's name and date of birth
7. Emergency medication, such as inhalers and Adrenaline (EpiPens), will be within easy reach of staff in case of an immediate need, but will remain out of children's reach
8. Any 'stored' medication such as Nursery stock of Paracetamol sachets or a child's inhaler, will be regularly checked to ensure the product is still within its expiry and therefore suitable for use.

## Medication Prescribed by a Doctor, Dentist, Nurse or Pharmacist

1. Prescription only medicine will be given when prescribed by the above and only for the person named on the dispensing label on the bottle/container for the dosage stated.
2. The written permission is only acceptable for the medication listed and cannot be used for similar types of medication, e.g. if the course of antibiotics changes.
3. Parents must notify the nursery IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given
4. Any change in the details listed above must be recorded on a new form with counter signature from parent / carer
5. When the child is picked up from the setting, the parent/ carer must be given an update as to the times and dosage given throughout the day. The parent's signature must be obtained confirming this information has been given
6. At the time of administering the medicine, a senior member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form N.B. It is important to note that staff working with children are not legally obliged to administer medication
7. If the child refuses to take the appropriate medication, a note will be made on the form. Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response. This will be documented on the form accordingly.
8. Nursery staff will contact parents/guardians immediately if there has been any difficulty ensuring the child receives their appropriate medication.

## Non-prescription Medication (also known as over the counter medicine)

1. In order for nursery staff to administer Paracetamol/Calpol please complete a Parental Authorisation Form an example is enclosed at the end of this policy.

2. Staff are able to facilitate Creams such as Sudocrem, E45, Metanium, Bepantham for nappy changing times.
3. Teething powders are also acceptable.

## Emergency Medication

1. When new children register, parents will be asked if they are happy to give consent to 'emergency' treatment being given. This would be only deemed necessary for specific circumstances. Parents/ carers will be asked to complete a form to give consent. This form will include:
  2. The circumstances in which 'emergency' medication will be given e.g. High temperature (above 37.8°C)
  3. The specific medication (5ml Calpol sachets) provided by the nursery.
  4. Statement that medication will only be given if the nursery is unable to contact the parent
  5. An 'emergency' nursery stock of medication may be kept on site
  6. Stock medication will be kept in accordance with manufacturer's instructions on the container (e.g. cool dark place, out of the reach of children)
  7. Stock will be checked at regular intervals by the designated trained first aider to ensure there is ample supply and is still within its expiry date
  8. If a child experiences symptom of illness, attempts will be made to contact the child's parents before administering 'emergency' medication
  9. Where parents cannot be contacted the Nursery Manager will take the decision as to whether the child is suitable to receive the 'emergency' medication based on the symptoms and medical history of the child given at registration
  10. Administering 'emergency' non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms. The child will be closely monitored until the parents collect the child.

## Injections, Pessaries, Suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The nursery will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

## Administration

As a general guideline before administering medication to a child the senior staff member should:

1. Wash their hands
2. Ensure a drink is available if appropriate (some medication can irritate and damage the throat and oesophagus if administered without a drink)
3. Check the label on the medication: name of child, dose, route of administration (e.g. by mouth, into ear/eye, rubbed on the skin), any special instructions and expiry date and ensure this is the same information on the Authorisation Form

4. If there is any doubt about any procedure staff should not administer, but seek advice from parent/ carer or health professional.
5. If a child refuses the medication, they must not be forced. Staff can try to encourage them or perhaps get someone else to try. Under NO circumstances should staff attempt to hide the medicine in food or drink, unless they provide written permission from parents to do so.
6. Frequency/timing of dosage may be impacted by sleep patterns of child. Nursery staff will inform of revised timings.

## **Disposal of Medication**

When a child leaves the setting, ceases to need medication or if a medicine has passed its expiry date, we will return any unused quantity to the parents.

## **Parental Authorisation Form**

An example can be found on Appendix 1.

## **Policy Review**

Reviewed        September 2023  
Next Review    September 2024

# Appendix A – Parent Medicine Form

## Field of Dreams - Nursery Parent Authorisation Form for Medication

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

Frequency: \_\_\_\_\_

Reason for Medication: \_\_\_\_\_

Time(s) to be Administered: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Possible Side Effects: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Contact Number: \_\_\_\_\_

I, the undersigned, authorize the nursery staff to administer the above medication to my child as specified. I understand the dosage, frequency, and possible side effects of the medication.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Nursery Staff Name \_\_\_\_\_ Nursery Staff Signature \_\_\_\_\_